

ADMINISTRATOR: FINANCE

Salary: R 490 224,85 per annum plus benefits

Please Note: This is a fixed term position until 31 March 2030

The Public Service Sector Education and Training Authority, needs to employ a suitably qualified Finance Administrator. The successful applicant will be based in PSETA offices in Hillcrest, Pretoria.

Job profile:

To perform and ensure the efficient execution of Divisional financial administration and ensure related financial controls are adhered to and complied with

Duties and responsibilities:

- Uploads data and information on the MIS and the SETA financial systems.
- Receives and distributes all Divisional correspondences.
- Captures all creditors and debtors information onto the Financial Accounting System.
- Receives and verifies service provider invoices before submitting for approval.
- Implements financial policies and procedures.
- Establishes, maintains and reconciles the general ledger and purchase order system.
- Liaises with suppliers in terms of their account status.
- Posts and allocates all expenses into the correct account.
- Maintains confidential employee/ payroll files.
- Captures invoices such as expenditure and non-SCM invoices; creates and processes purchase orders on system.
- Captures discretionary grant expenditure on system, prepares payment requisitions and supplier statement recons, processes manual payment requisitions and creditors recon.
- Captures budget and mid-year review reallocations, files EFT files, both electronically and manually.
- Captures DG new vendors on system, inventory counts, reporting, conduct inventory balances end of each quarter.

- Captures and calculates related party recons, salary recons, sundry debtors and travel advances recon.
- Assists the Accountant and Manager in compilation of quarterly and annual financial statements.
- Operates within controls and procedures in order to ensure the integrity of PSETA.
- Identifies and reports risks or areas of concern to management within own department and area of responsibility.
- Ensures compliance with all relevant regulations and procedures to prevent fruitless, wasteful and irregular expenditure.
- Performs data retrieval for audit requests and provides assistance during audits upon request.
- Assists with the review and revision of support documentation being used in processes which directly affect the office of the Manager.
- Controls documentation to ensure easy access, traceability and comprehensive record keeping of all documentation for Manager's office.
- Maintains effective working relationships with customers (both internal and external) towards rendering highest quality of services.
- Represents PSETA in meetings with relevant stakeholders.
- Identifies and solves problems creatively whilst demonstrating a high level of integrity in line with PSETA core values.

Requirements:

- National Diploma in Finance or Financial Management or related field (NQF 6);
- Bachelor's degree in Finance or Financial Management or related field (NQF 7) will be advantageous;
- Up to 5 years' experience in Financial Accounting, Financial Control and Administration or similar;
- Driver's License (Code B)
- Administration and computer skills (MS Office);
- High attention to detail and ability to multitask many things from many people;
- Ability to establish and maintain effective working relationship with individuals from diverse backgrounds;
- High ethical standards;

- Ability to confidentially interact at all levels within and outside the PSETA;
- Proactive, trustworthy and high output-driven individual.

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation via e-mail to financeadministrator@psetajobs.co.za

PLEASE NOTE: Closing Date: 28 August 2025

Enquiries: Mr Carleb Nxumalo - **Call: 012 423 5700**

Please note that this is an employment equity position. All applicants are considered, however, preference will be given to people living with disability and Designated groups (Youth, Women and People with disabilities). In line with PSETA EE Plan.

PSETA is a listed public entity, and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**